



City of Hesperia

Planning Division

9700 Seventh Avenue
Hesperia, Ca. 92345
760-947-1224

STAFF USE ONLY

Date:

Project
Number:

Administrative Review Application

Application Type (Please mark All that Apply)

☐	Access Easement	☐	Lot Line Adjustment
☐	CC&R's	☐	Lot Merger
☐	Certificate of Correction	☐	Suspension Agreements
☐	Other:		

Contact Planning for required materials and Quantities. 760-947-1224 Planning@hesperiaca.gov

Applicant / Responsible Person(s) Information

Full Name: _____ Phone: _____
Mailing Address: _____ City: _____
State: _____ Zip: _____ Email: _____

Property Owner Information

Full Name: _____ Phone: _____
Mailing Address: _____ City: _____
State: _____ Zip: _____ Email: _____

Property Information

Property Address / APN's: _____
Cross Streets: _____

Project Details Additional Information:

Associated Project(s) & No: _____
Builder / Developer: _____
Details / Proposal: _____

APPLICANT SIGNATURE

DATE

CITY OF HESPERIA PLANNING DEPARTMENT

LETTER OF AUTHORIZATION

To: City of Hesperia Planning Department

From: Name: _____

Address: _____

Telephone: _____

Email _____

RE: Application No(s). _____

This letter shall serve to notify you and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize:

Name: _____

Address: _____

Telephone: _____

Email: _____

to file and represent my/our interest in the above-referenced applications(s).

I/we am/are the legal owners of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

Signature(s) of Legal Owner(s)

Date

Signature(s) of Legal Owner(s)

Date

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____

NOTARY PUBLIC

Application Details & Submittal Requirements

Please note: All applications will require a signed and notarized affidavit / authorization letter from each property owner associated with the application.

Access Easement:

Irrevocable reciprocal access easements shall be recorded, allowing for the perpetual use of the private streets, driveways, drive aisles, trash enclosures, and off-street parking spaces for the benefit of all properties within a development

- ☐ Completed Application
- ☐ Draft easement agreement (3)
- ☐ Site Plan Exhibits (3)

CC&R's:

Conditions, Covenants and Restrictions (CC&Rs). CC&Rs shall be submitted for review and approval by the City prior to recordation. The CC&Rs shall contain the following provisions at a minimum:

- Establishment of an association, including membership requirements, members and association rights (powers and obligations), selection of officers, and meetings, which shall occur at least once per quarter with special meetings to occur on an as needed basis, due to special circumstances.
- Maintenance provisions for common areas shall be created to ensure that the project is maintained satisfactorily. The provisions shall include, but need not be limited to the driveways, drive aisles and parking areas; retention/detention and other drainage facilities; recreational facilities, including open areas and landscaped areas; walls, gates, fences and signage; and maintenance of buildings (or common walls for townhomes).
- Provisions for architectural controls and variances shall be included. Only an architectural review board composed of members of the association shall exercise judgments in these matters.
- The CC&Rs shall be enforced by the association. Should the CC&Rs be deemed invalid in part by court action, the provisions required as part of this condition shall remain in full force and effect.
- The CC&Rs or the common amenities addressed therein shall not be terminated, amended, or removed without the prior written authorization of the City of Hesperia.

- ☐ Completed Application
- ☐ 2 Draft Documents (3)

Certificate of Correction:

A Certificate of Correction is used to make minor changes to a recorded final map. Changes can be made to correct error in any course, property description, location and character of monuments, and any additional information recorded that does not affect any property right.

- ☐ Completed Application
- ☐ Grant Deed(s)
- ☐ Notice of Certificate of Correction (3)

Lot Line Adjustment:

The adjustment of a lot line between two or more adjacent parcels, where the land taken from one parcel is added to an adjacent parcel, and where no change in parcel count.

- ☐ Completed Application
- ☐ Site Plan to scale (3)
- ☐ Closure calculation (2)
- ☐ Title report 60 days or newer (2)
- ☐ Notice of Lot Line Adjustment (3)

Lot merger:

Contiguous lots are merged into one land holding. (Lots must be held by the same owner and the lots must have a common lot line.)

- ☐ Completed Application
- ☐ Site Plan to scale (3)
- ☐ Closure calculation (2)
- ☐ Title report 60 days or newer (2)
- ☐ Notice of Lot Merger (3)